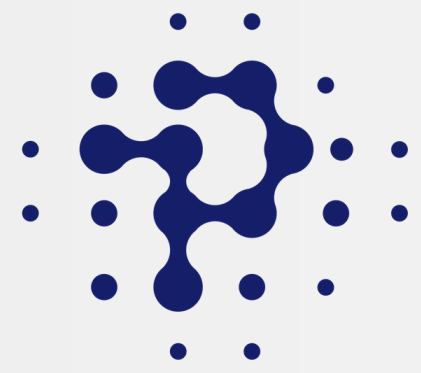


Proxtera

Guide to Proxtera's Trade Portal

Empowering SMEs for global success





Proxtera

Benefits of joining Proxtera Trade Portal



Trade Securely

Businesses are verified by 3rd party sources



Access Financing



Global Reach



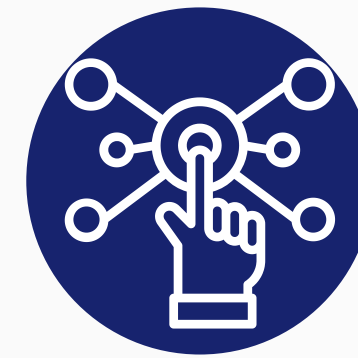
Uniform Product Details



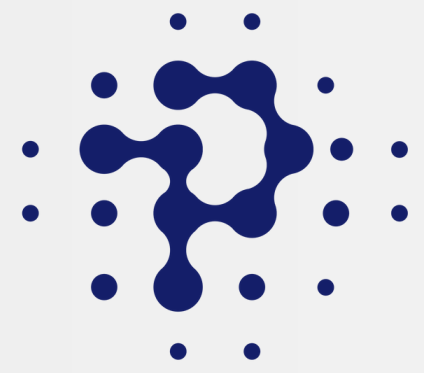
Simplified cross border
Payment Solutions



Digital Audit Trail



Access to full suite of Trade
Facilitation Services (e.g
Logistics, Mediation, Escrow)



Proxtera



Markets you can access



GHANA



CAMBODIA



RWANDA



PHILIPINES



INDIA

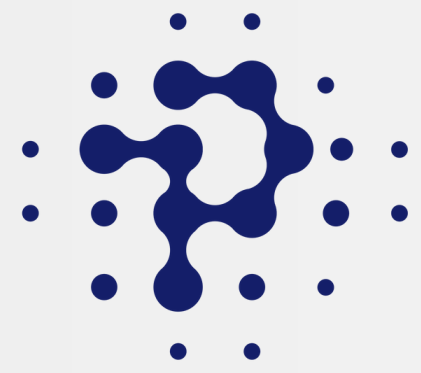


CHINA



SINGAPORE





Proxtera

SME Journey on Trade Portal





Proxtera

Section 1: Onboard as a Business



- Register for an account
- Complete Business Profile
- Add Team members

Before you onboard, please ensure that you are the authorised staff in your company to sign up for an account.

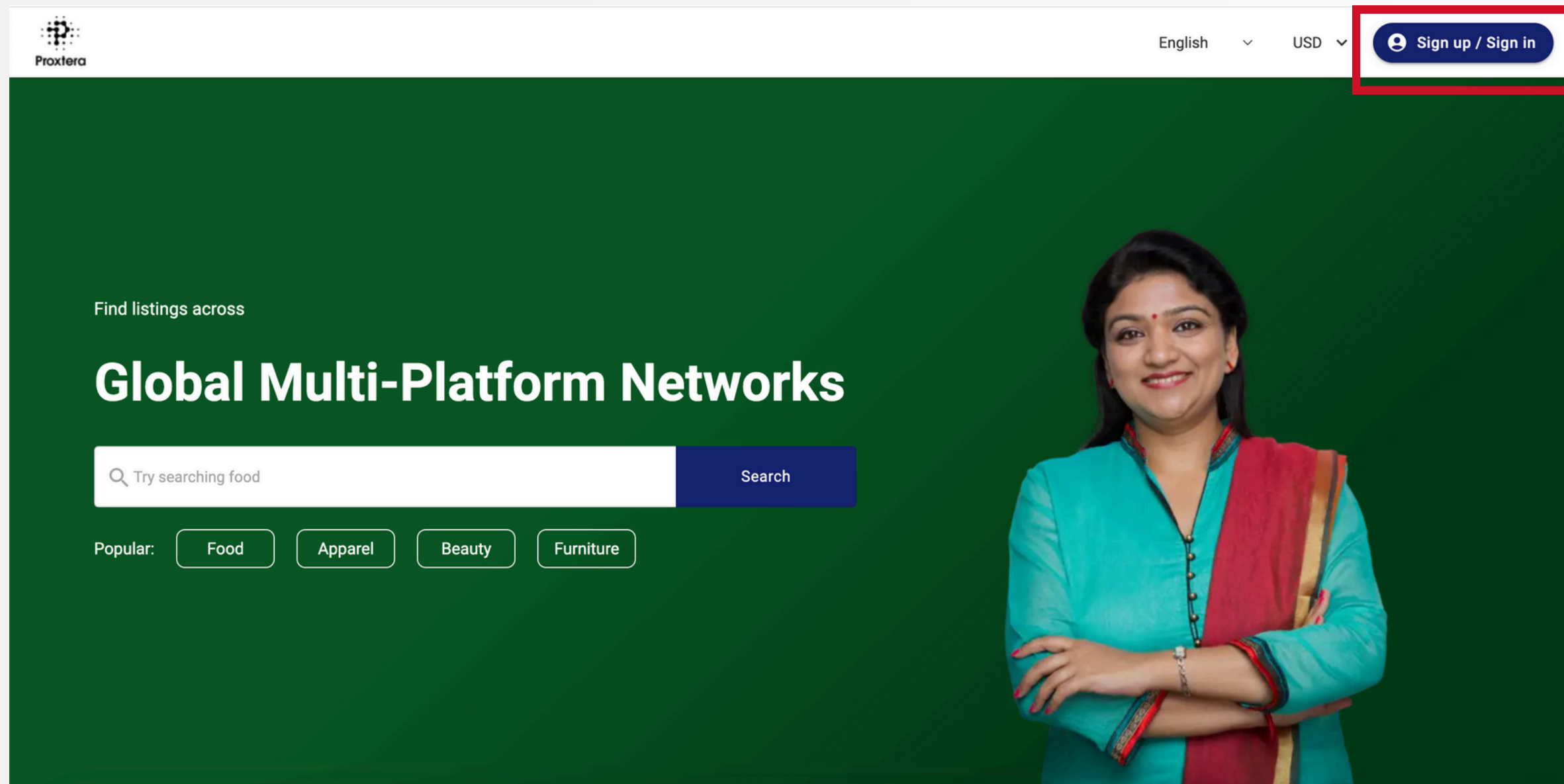
Have the following information ready:

- Company Legal Name
- Tax Identification Number
- Business Registration Number
- Type of Entity
- Date of Incorporation



Step 1: Go to Proxtera Trade Portal

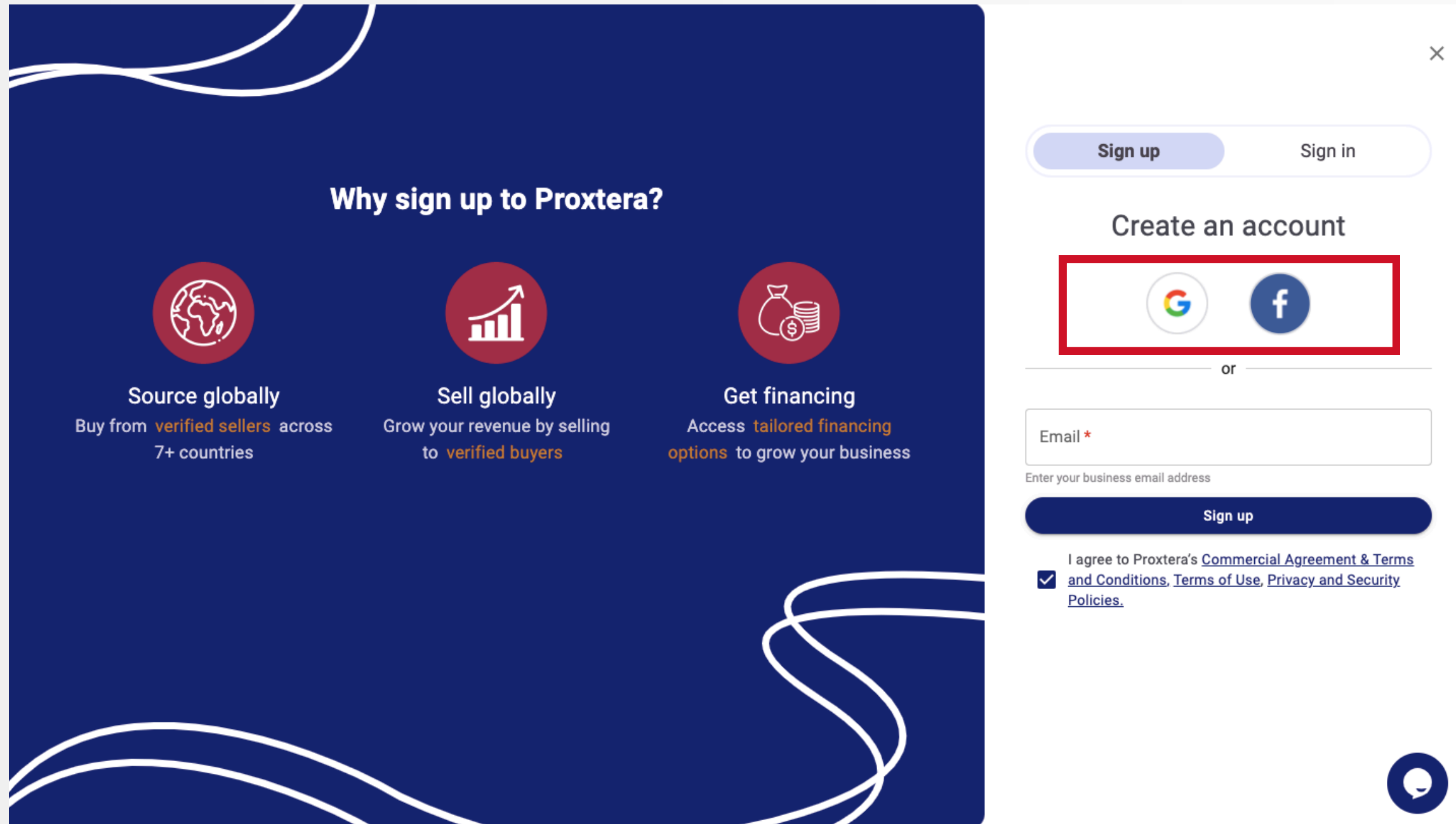
<https://trade.proxtera.com/>



Click 'Sign up' if you do not have an account.



Step 2: Click Sign up button

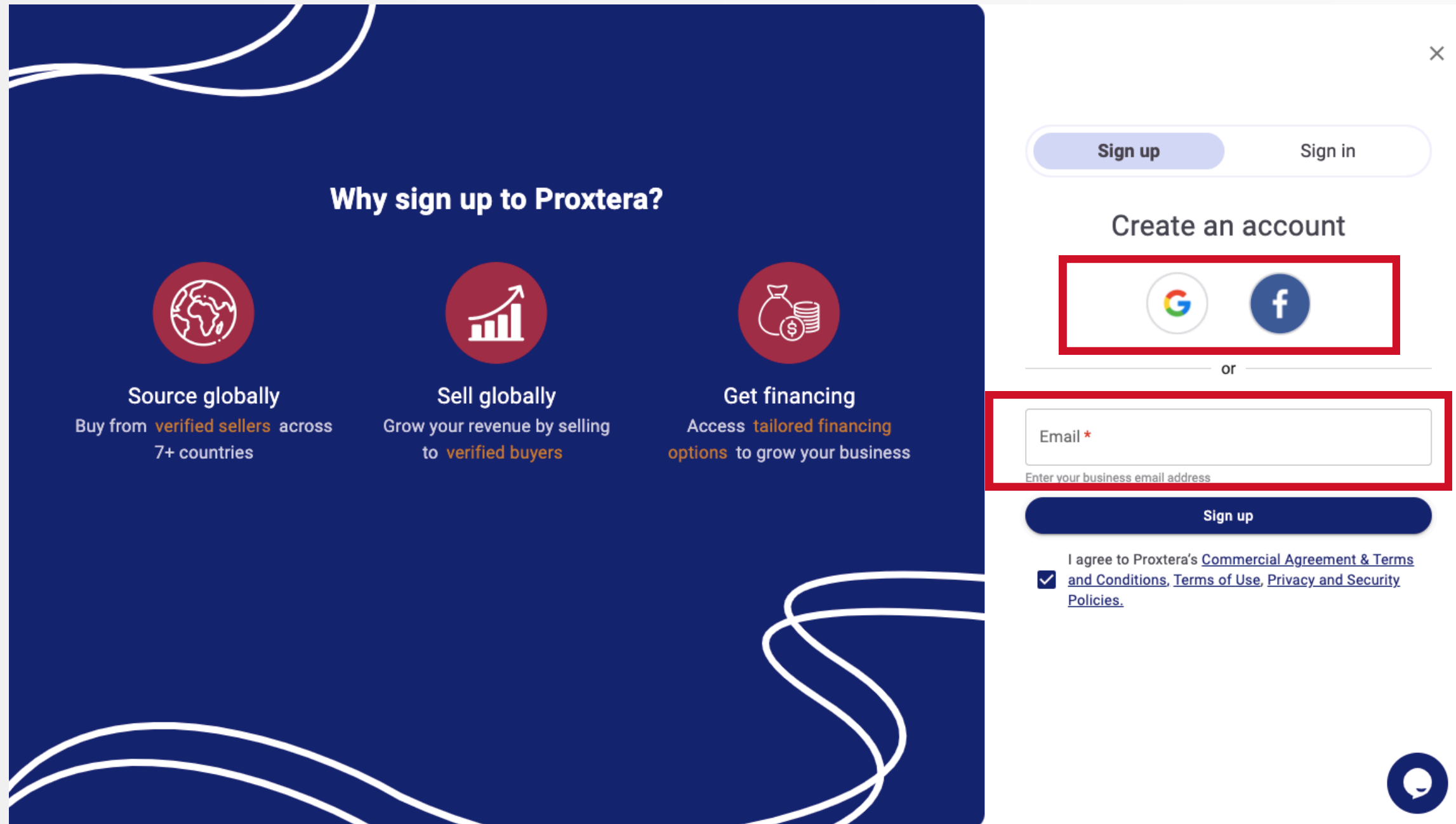


The screenshot shows the Proxtera sign-up page. On the left, a dark blue panel titled "Why sign up to Proxtera?" lists three benefits: "Source globally" (buy from verified sellers across 7+ countries), "Sell globally" (grow revenue by selling to verified buyers), and "Get financing" (access tailored financing options). On the right, a white sign-up form is displayed. At the top of the form are "Sign up" and "Sign in" buttons. Below them is the heading "Create an account" and two social login options: Google and Facebook, which are highlighted with a red rectangular box. Underneath is an "Email" input field with a red asterisk, labeled "Enter your business email address". A "Sign up" button is positioned below the email field. At the bottom of the form, there is a checkbox with a checkmark and the text "I agree to Proxtera's Commercial Agreement & Terms and Conditions, Terms of Use, Privacy and Security Policies." A small chat icon is visible in the bottom right corner of the form area.

You can sign up using your Google or Facebook account



Step 2: Click Sign up button

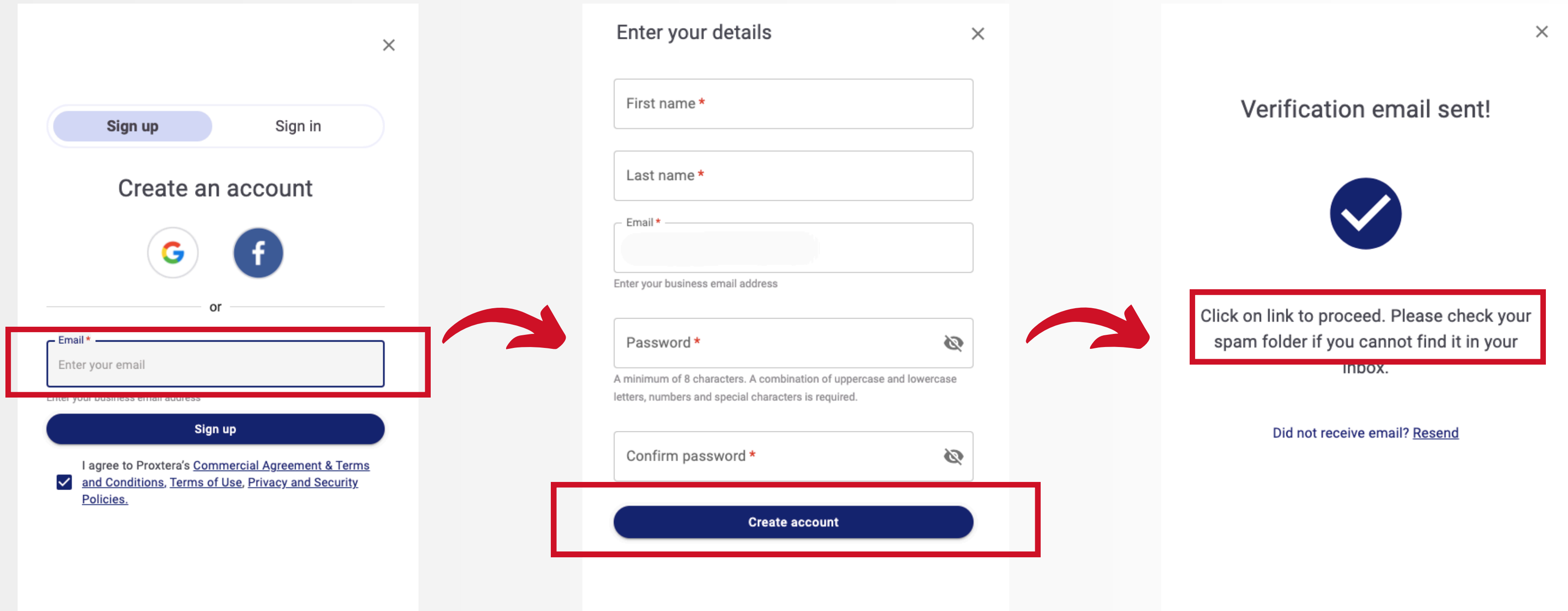


The screenshot shows the Proxtera sign-up page. On the left, a dark blue banner titled "Why sign up to Proxtera?" lists three benefits: "Source globally" (buy from verified sellers across 7+ countries), "Sell globally" (grow revenue by selling to verified buyers), and "Get financing" (access tailored financing options). On the right, a white sign-up modal is open. It features a "Sign up" button (highlighted in red) and a "Sign in" button. Below these are social login options for Google and Facebook (also highlighted in red). A red box highlights the "Email" input field with the placeholder text "Enter your business email address". Below the email field is a "Sign up" button and a checkbox for agreeing to Proxtera's terms and policies.

You can sign up using your Google or Facebook account

Or use your business email ID to sign up

Step 2: If you sign up with business email ID

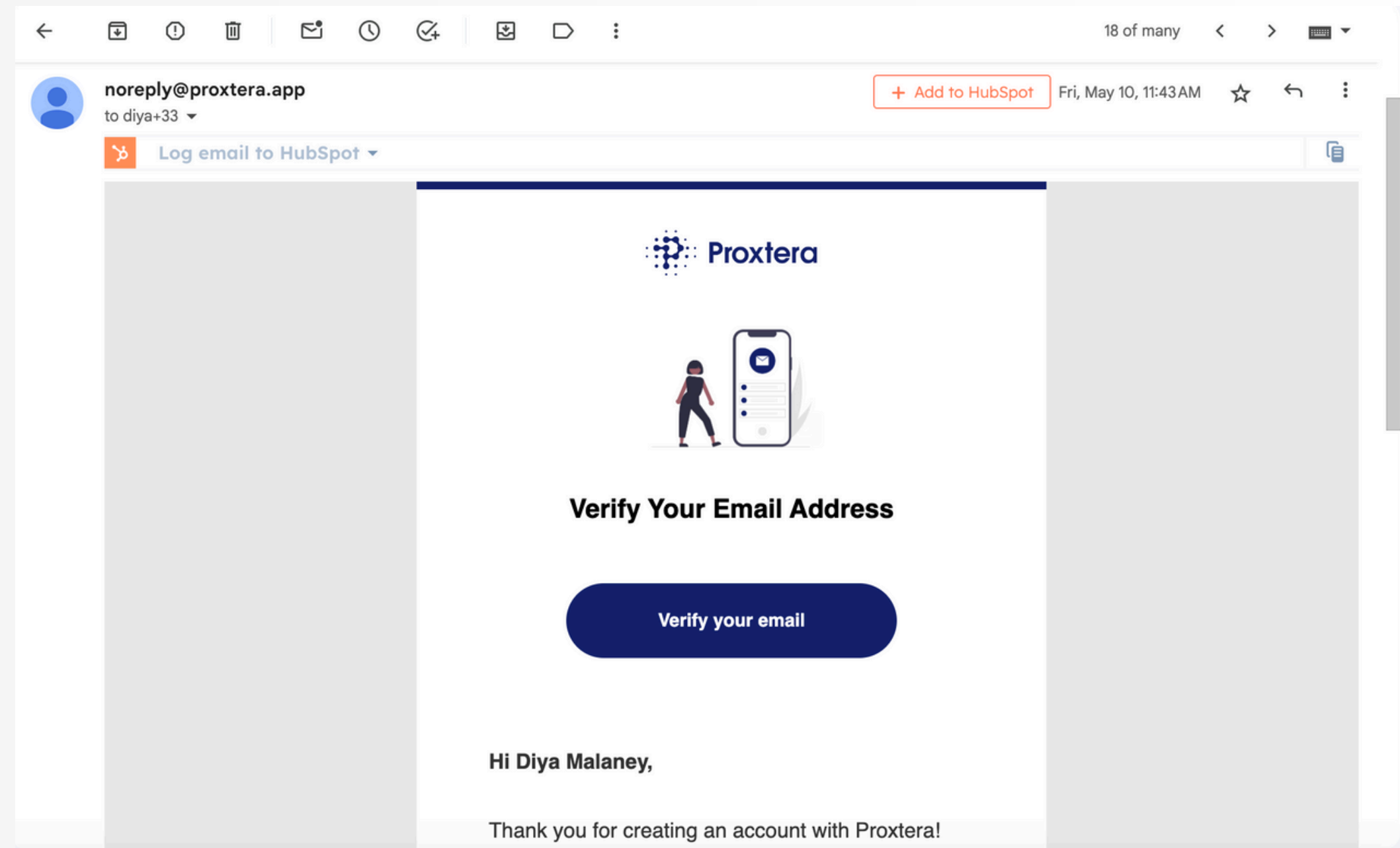


The image illustrates the three-step process for signing up with a business email ID:

- Step 1: Sign-up Form**
The user is prompted to "Create an account" and can choose to sign up with Google or Facebook. The "Email" field is highlighted with a red box, indicating where to enter the business email address. Below the field is a "Sign up" button and a checkbox for agreeing to Proxtera's Commercial Agreement & Terms and Conditions, Terms of Use, Privacy and Security Policies.
- Step 2: Enter your details**
The user is prompted to "Enter your details". The form includes fields for "First name", "Last name", "Email", "Password", and "Confirm password". The "Create account" button is highlighted with a red box. A note specifies: "A minimum of 8 characters. A combination of uppercase and lowercase letters, numbers and special characters is required."
- Step 3: Verification email sent!**
The user receives a confirmation message: "Verification email sent!". A checkmark icon is displayed. A red box highlights the instruction: "Click on link to proceed. Please check your spam folder if you cannot find it in your inbox." Below this, there is a link: "Did not receive email? Resend".

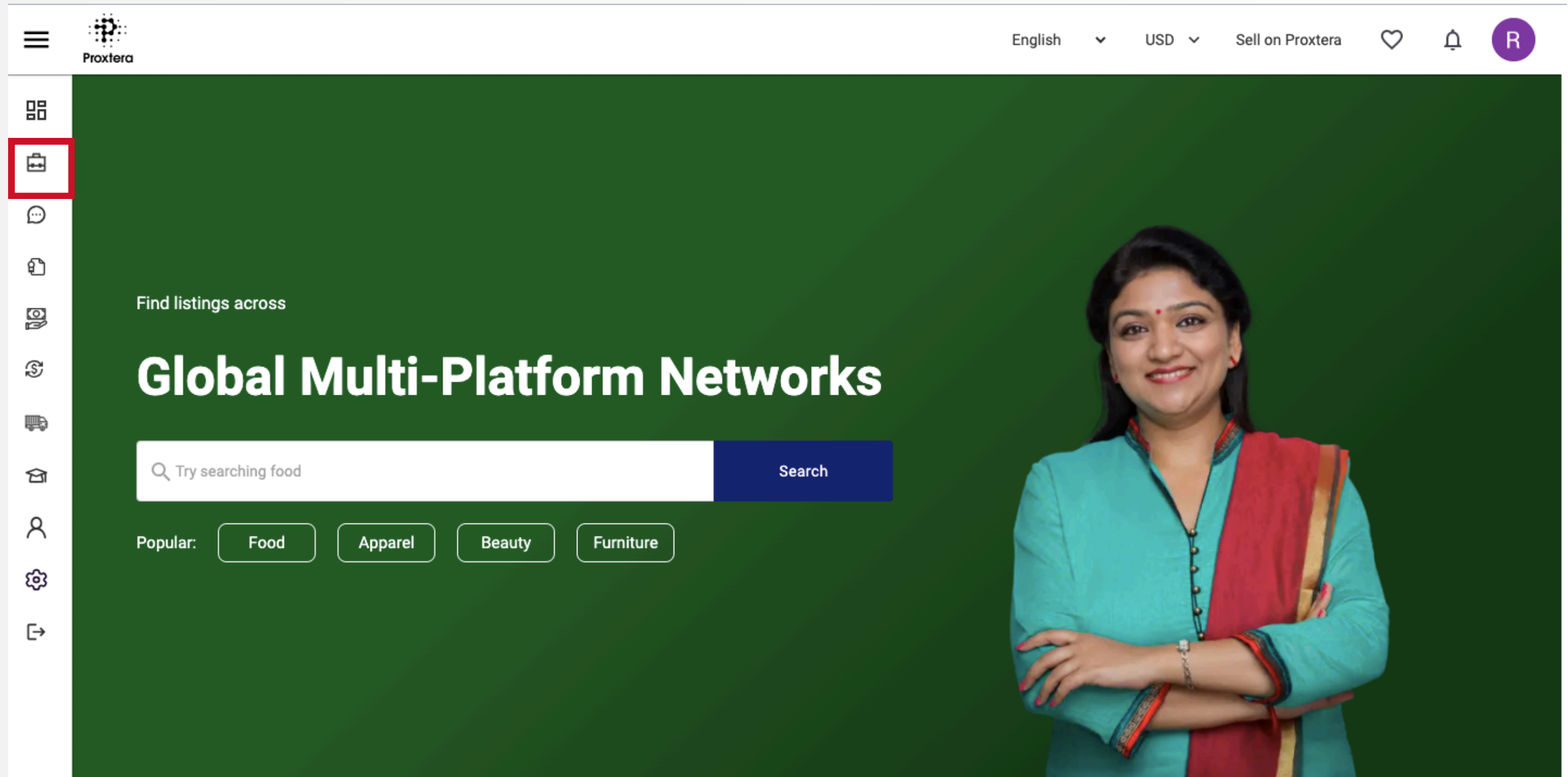
Step 3: Verify your email address

Open your email app and locate the email from Proxtera to verify your email. Check your Spam folder if you do not see it in your mailbox.



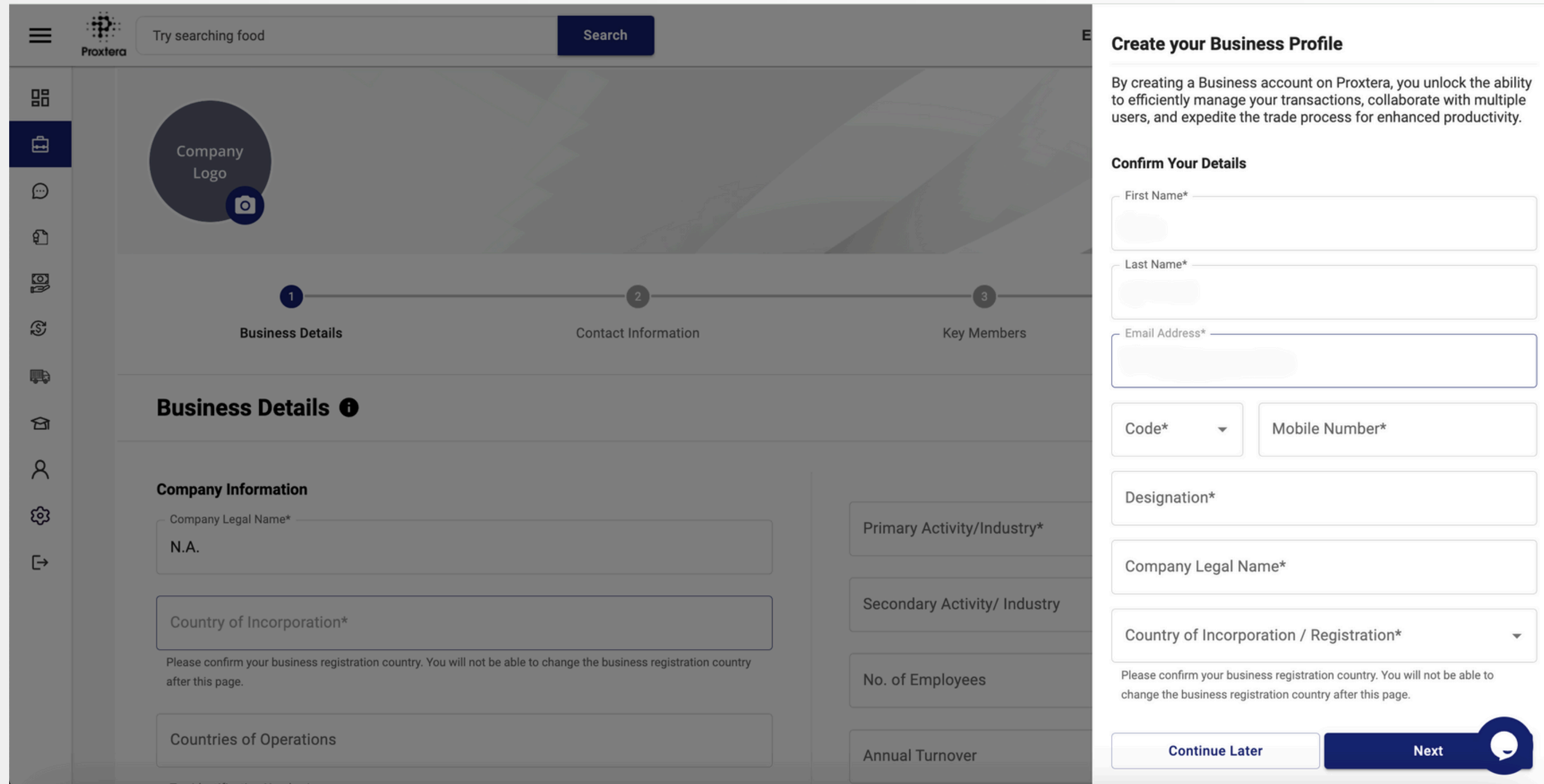
Step 4: Create your business profile

Create your business profile by clicking on the Business Profile icon in the left side bar



The screenshot shows the Proxtera website interface. The top navigation bar includes the Proxtera logo, language selection (English), currency selection (USD), and a 'Sell on Proxtera' button. The left sidebar contains various icons, with the 'Business Profile' icon (a briefcase) highlighted by a red box. The main content area features a green background with the text 'Find listings across' and 'Global Multi-Platform Networks'. Below this is a search bar with the placeholder text 'Try searching food' and a 'Search' button. At the bottom, there are 'Popular:' categories: Food, Apparel, Beauty, and Furniture. A woman in a teal and red sari is visible on the right side of the main content area.

Step 4: Create your Business Profile



Create your Business Profile

By creating a Business account on Proxtera, you unlock the ability to efficiently manage your transactions, collaborate with multiple users, and expedite the trade process for enhanced productivity.

Confirm Your Details

First Name*

Last Name*

Email Address*

Code* Mobile Number*

Designation*

Company Legal Name*

Country of Incorporation / Registration*

Please confirm your business registration country. You will not be able to change the business registration country after this page.

Continue Later Next

Complete your Business Profile and click **Next**

Step 5: Enter your business details

Proxtera Try searching food Search English USD Developer Favourites DM

Company Logo EDIT

1 Business Details 2 Contact Information 3 Key Members 4 Other Info

Business Details ⓘ

Company Information

Company Legal Name*
Test

Country of Incorporation*
Ghana

Countries of Operations

Tax Identification Number*
Your government-issued business unique identification number.

Date of Registration*
dd/mm/yyyy

Primary Activity/Industry*

Secondary Activity/ Industry

No. of Employees


Annual Turnover


Company Website
If you do not have a company website, you can provide a link to your company social media page


Add Online page


Step 5: Add Team Members


Team Members ⓘ

 **Name**
Active

 XYZ@gmail.com

 + 31 xxxxxxxxxxxx

 test

Admin 

Add Team Member



First Name*

Last Name*

Email Address*

Code* Mobile Number*

Designation*

Role*

Display in Contacts (User profile will be public)

You can add new team members to your Business and assign members roles (e.g Admin or User)



Section 2: Get Verified



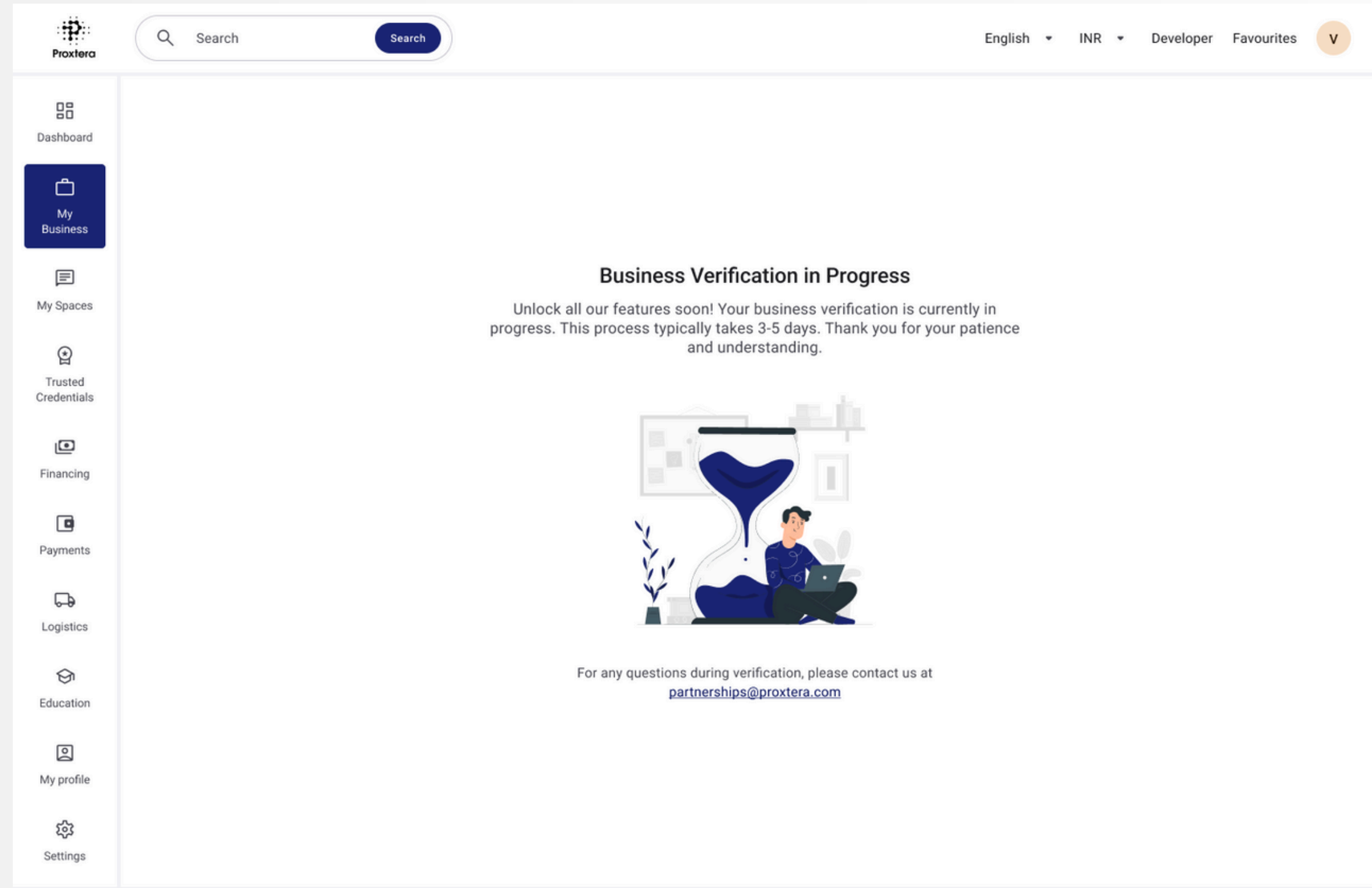
Proxtera will verify the SME before they can proceed

Proxtera is committed to building a network of verified buyers and sellers on the platform





Step 6: Business Verification in Progress




The screenshot shows the Proxtera user interface. At the top, there is a search bar and navigation links for 'English', 'INR', 'Developer', and 'Favourites'. A sidebar on the left contains menu items: Dashboard, My Business (highlighted), My Spaces, Trusted Credentials, Financing, Payments, Logistics, Education, My profile, and Settings. The main content area displays a message titled 'Business Verification in Progress' with the text: 'Unlock all our features soon! Your business verification is currently in progress. This process typically takes 3-5 days. Thank you for your patience and understanding.' Below the text is an illustration of a person sitting on the floor with a laptop, next to a large hourglass. At the bottom of the message, it says: 'For any questions during verification, please contact us at partnerships@proxtera.com'.

Inform Proxtera in advance of a training session so that we can expedite verification



Step 7: Verification Confirmation

You will receive an update on your verification status via email.



Hi,

Congratulations on completing your business profile!

As a verified business you can:

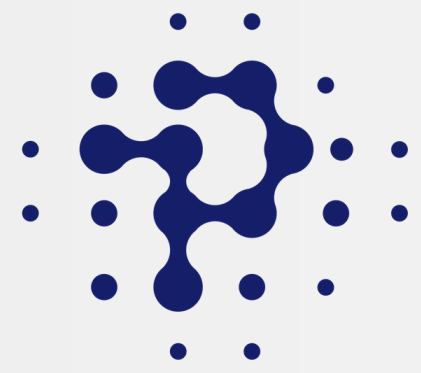
- **Add team members** to your account
- Begin sourcing **from Asia and parts of Africa**
- **Negotiate directly with sellers**
- **Access our services:** Explore financing & cross border payment options
- **List on our network:** View our step-by-step guide

[Begin Sourcing](#)

Looking to build your financial literacy?
Check out our education platform, SME Financial Empowerment with your Proxtera Plus login and begin your literacy journey!

Congratulations, you are now a Verified Business on Proxtera Network.





Proxtera

Buyer

Section 3: Buying on Proxtera Network

3



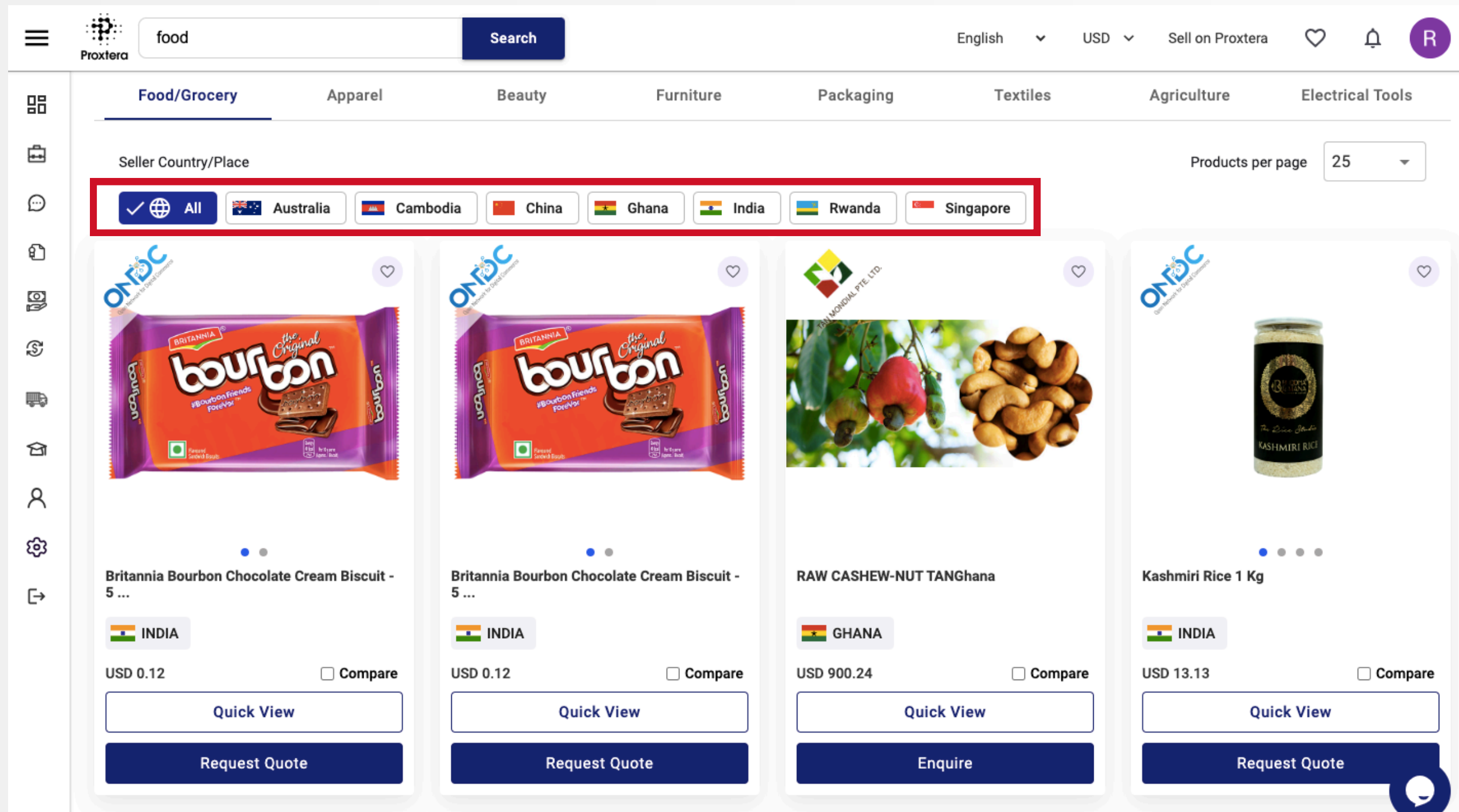
- Search for products
- Negotiate directly with Seller
- Create a Purchase Order

If your SMEs are keen on buying items from other countries, they can search for their product of choice and reach out to the seller directly. Actions that can be taken:

- Request for Quotation
- Request for Sample
- Get Financing
- Complete Cross Border Payments



Step 8: Search for products on the Proxtera Network

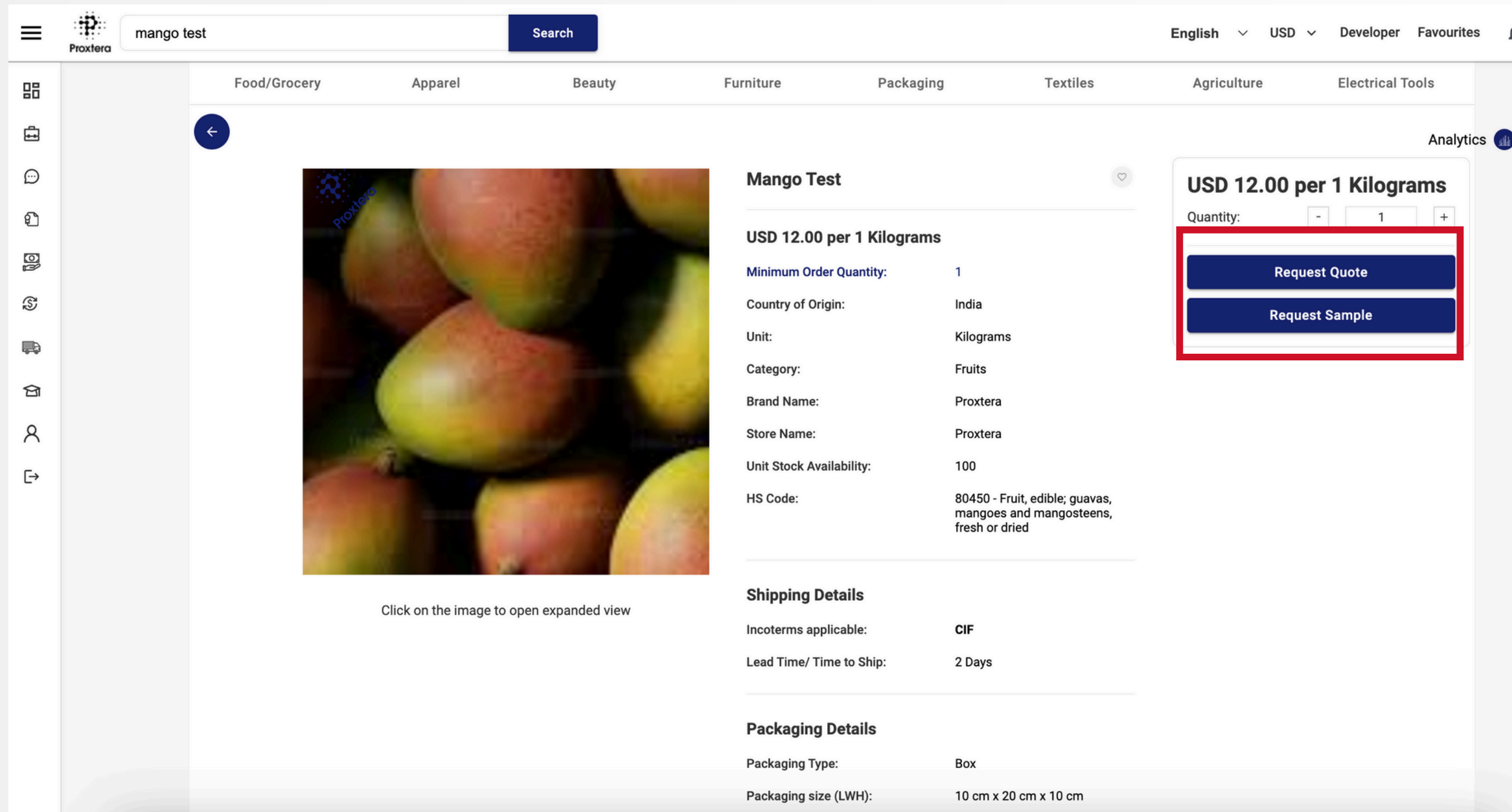


The screenshot shows the Proxtera search interface for the category 'food'. The search bar contains 'food' and the search button is highlighted. The top navigation bar includes 'English', 'USD', 'Sell on Proxtera', and user icons. Below the search bar, there are category tabs: 'Food/Grocery', 'Apparel', 'Beauty', 'Furniture', 'Packaging', 'Textiles', 'Agriculture', and 'Electrical Tools'. A 'Seller Country/Place' filter is active, showing a list of countries: All, Australia, Cambodia, China, Ghana, India, Rwanda, and Singapore. The 'All' filter is selected. Below the filter, four product listings are displayed:

- Product 1:** Britannia Bourbon Chocolate Cream Biscuit - 5 ...
 - Country: INDIA
 - Price: USD 0.12
 - Buttons: Quick View, Request Quote
- Product 2:** Britannia Bourbon Chocolate Cream Biscuit - 5 ...
 - Country: INDIA
 - Price: USD 0.12
 - Buttons: Quick View, Request Quote
- Product 3:** RAW CASHEW-NUT TANGhana
 - Country: GHANA
 - Price: USD 900.24
 - Buttons: Quick View, Enquire
- Product 4:** Kashmiri Rice 1 Kg
 - Country: INDIA
 - Price: USD 13.13
 - Buttons: Quick View, Request Quote

Filter by Partner Platform Country of your choice

Step 9: Negotiate directly with Seller

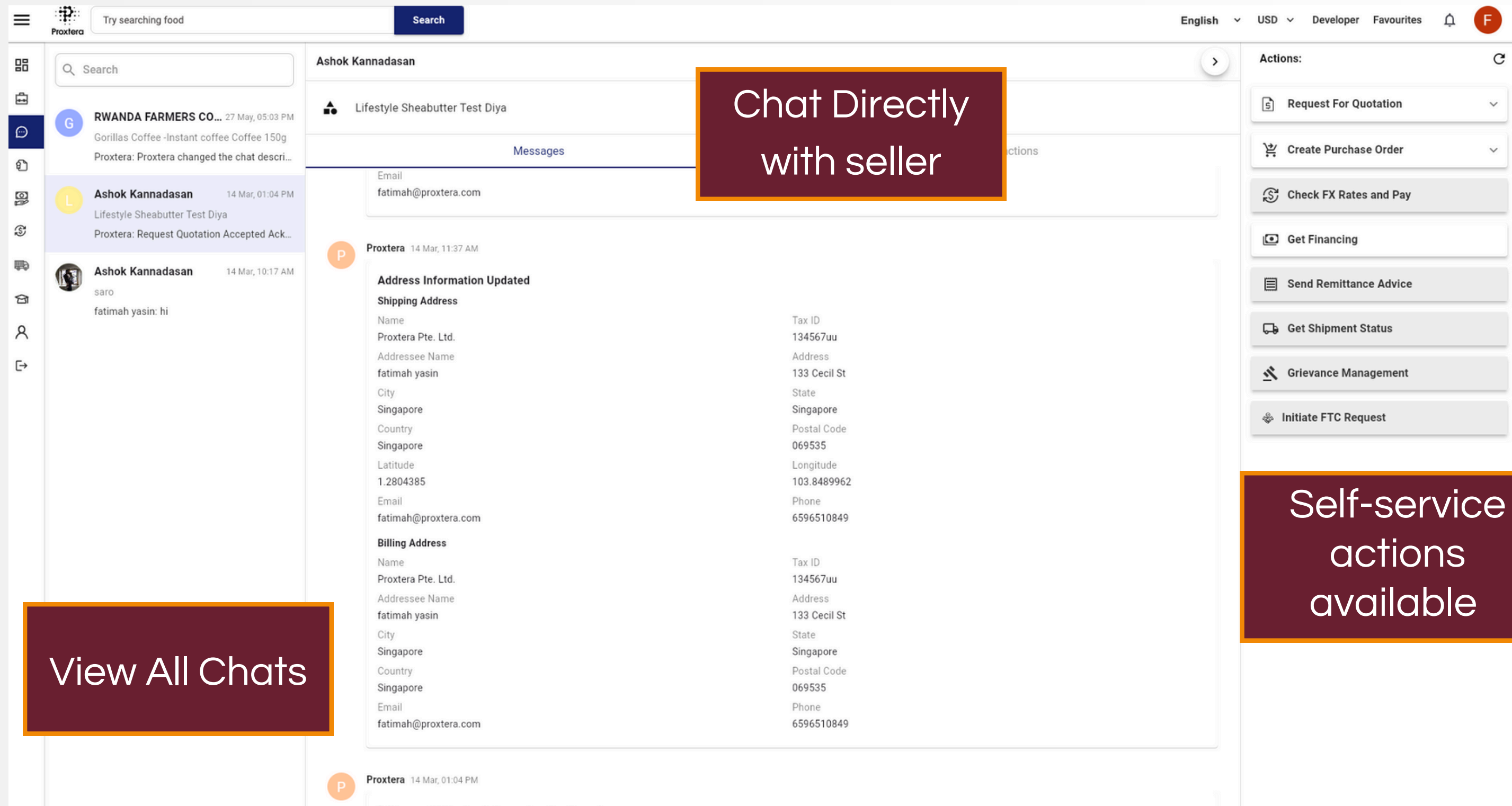


The screenshot shows the Proxtera product page for 'Mango Test'. The page includes a search bar with 'mango test' and a 'Search' button. The product is listed under 'Food/Grocery' with a price of 'USD 12.00 per 1 Kilograms'. The 'Request Quote' button is highlighted with a red box. The product details include:

Mango Test	
USD 12.00 per 1 Kilograms	
Minimum Order Quantity:	1
Country of Origin:	India
Unit:	Kilograms
Category:	Fruits
Brand Name:	Proxtera
Store Name:	Proxtera
Unit Stock Availability:	100
HS Code:	80450 - Fruit, edible; guavas, mangoes and mangosteens, fresh or dried
Shipping Details	
Incoterms applicable:	CIF
Lead Time/ Time to Ship:	2 Days
Packaging Details	
Packaging Type:	Box
Packaging size (LWH):	10 cm x 20 cm x 10 cm

Once you have selected a product, you can Request a Quote

Step 10: Proxtera Spaces



The screenshot displays the Proxtera user interface. At the top, there is a search bar with the text "Try searching food" and a "Search" button. The right side of the header shows language ("English"), currency ("USD"), and user profile ("Developer Favourites").

The main content area is divided into three sections:

- Left Panel (Chat List):** A list of chat conversations. The selected chat is with "Ashok Kannadasan" regarding "Lifestyle Sheabutter Test Diya".
- Center Panel (Chat Details):** Shows the chat history and a "Messages" section. A red box with white text "Chat Directly with seller" is overlaid on this section.
- Right Panel (Actions):** A list of self-service actions available for the selected chat, including "Request For Quotation", "Create Purchase Order", "Check FX Rates and Pay", "Get Financing", "Send Remittance Advice", "Get Shipment Status", "Grievance Management", and "Initiate FTC Request". A red box with white text "Self-service actions available" is overlaid on this section.

Below the chat details, there is a section for "Address Information Updated" with the following data:

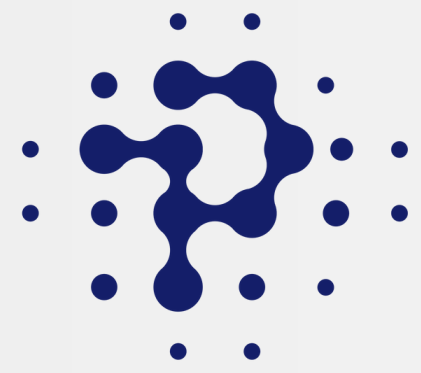
Shipping Address	
Name	Tax ID
Proxtera Pte. Ltd.	134567uu
Addressee Name	Address
fatimah yasin	133 Cecil St
City	State
Singapore	Singapore
Country	Postal Code
Singapore	069535
Latitude	Longitude
1.2804385	103.8489962
Email	Phone
fatimah@proxtera.com	6596510849

Billing Address	
Name	Tax ID
Proxtera Pte. Ltd.	134567uu
Addressee Name	Address
fatimah yasin	133 Cecil St
City	State
Singapore	Singapore
Country	Postal Code
Singapore	069535
Email	Phone
fatimah@proxtera.com	6596510849

View All Chats

Chat Directly with seller

Self-service actions available

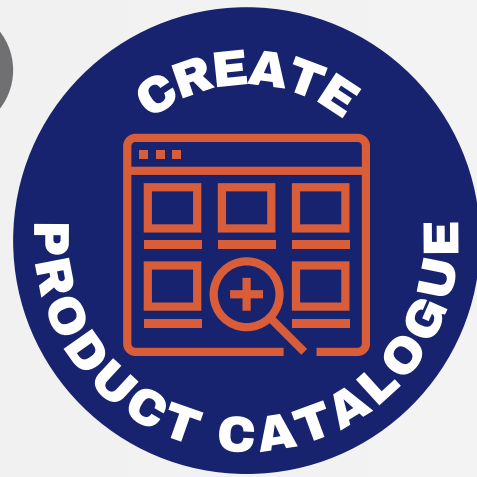


Proxtera

Seller

Section 4: Create your product catalogue

4

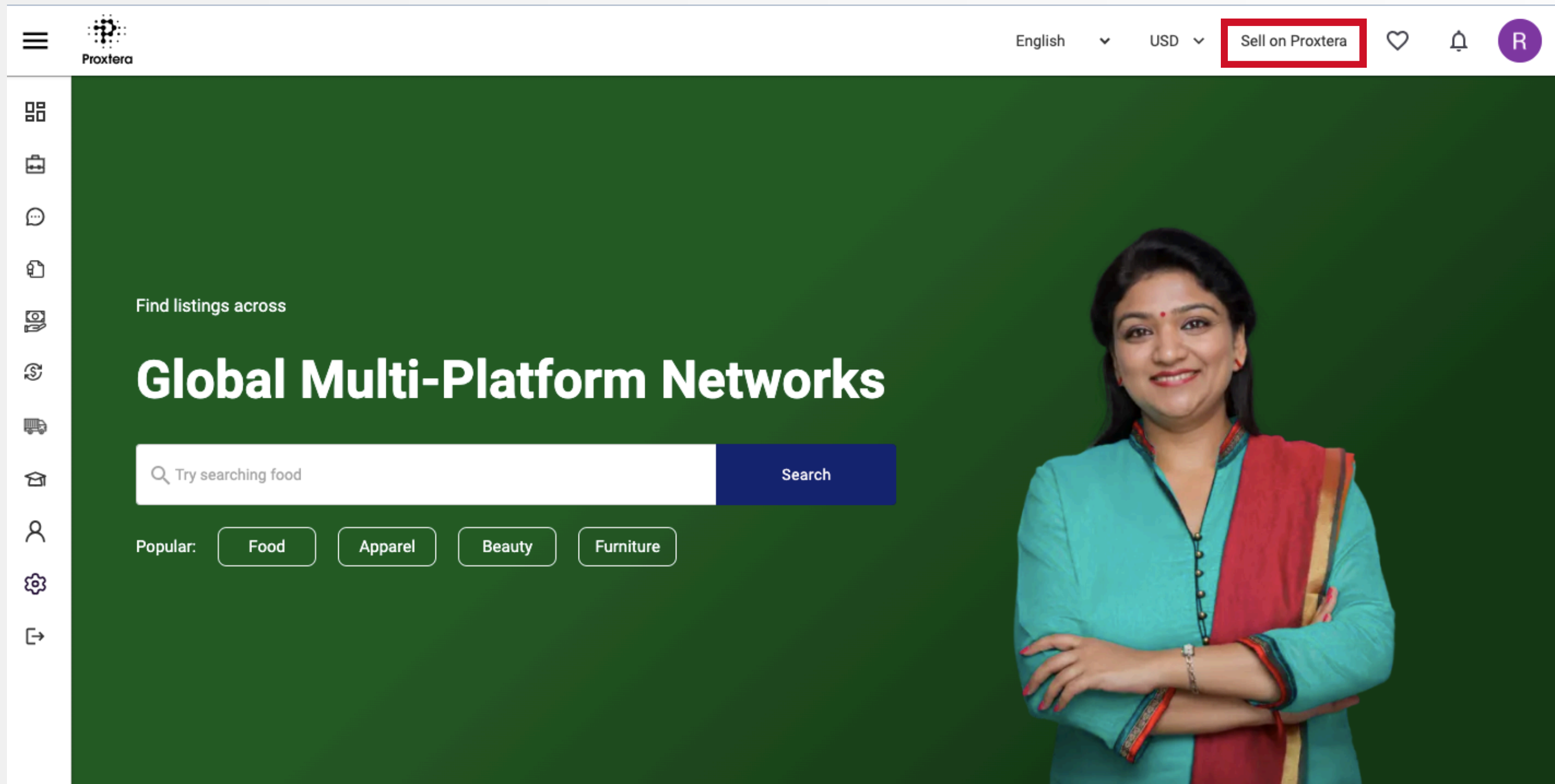


- Complete Seller profile
- Create product catalogue
- Upload product listing

SMEs who are keen on exporting can create their own storefront and product catalogue. This will comprise product details, technical specification, pricing, payment terms etc.

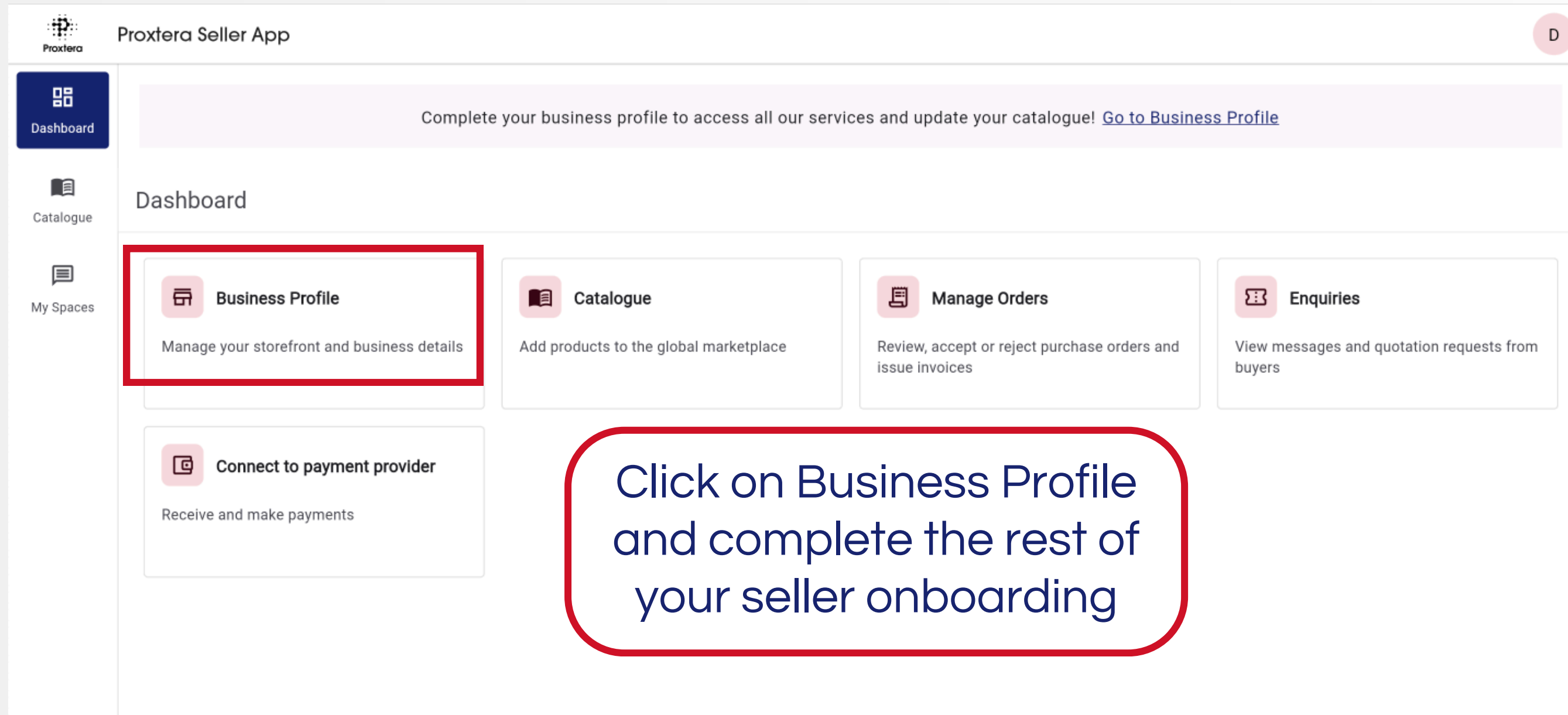


Step 11: Sell on the Proxtera Network



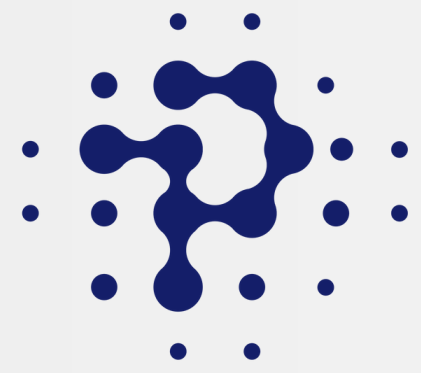
Proceed to your dashboard and **Click on 'Sell on Proxtera'**

Step 12: Complete your Seller Profile



The screenshot shows the Proxtera Seller App dashboard. At the top, there is a notification bar that reads: "Complete your business profile to access all our services and update your catalogue! [Go to Business Profile](#)". Below this, the dashboard is titled "Dashboard" and contains several action cards. The "Business Profile" card is highlighted with a red border and contains the text "Manage your storefront and business details". Other cards include "Catalogue" (Add products to the global marketplace), "Manage Orders" (Review, accept or reject purchase orders and issue invoices), "Enquiries" (View messages and quotation requests from buyers), and "Connect to payment provider" (Receive and make payments). A red-bordered callout box in the center of the dashboard contains the text: "Click on Business Profile and complete the rest of your seller onboarding".

Click on Business Profile
and complete the rest of
your seller onboarding



Proxtera

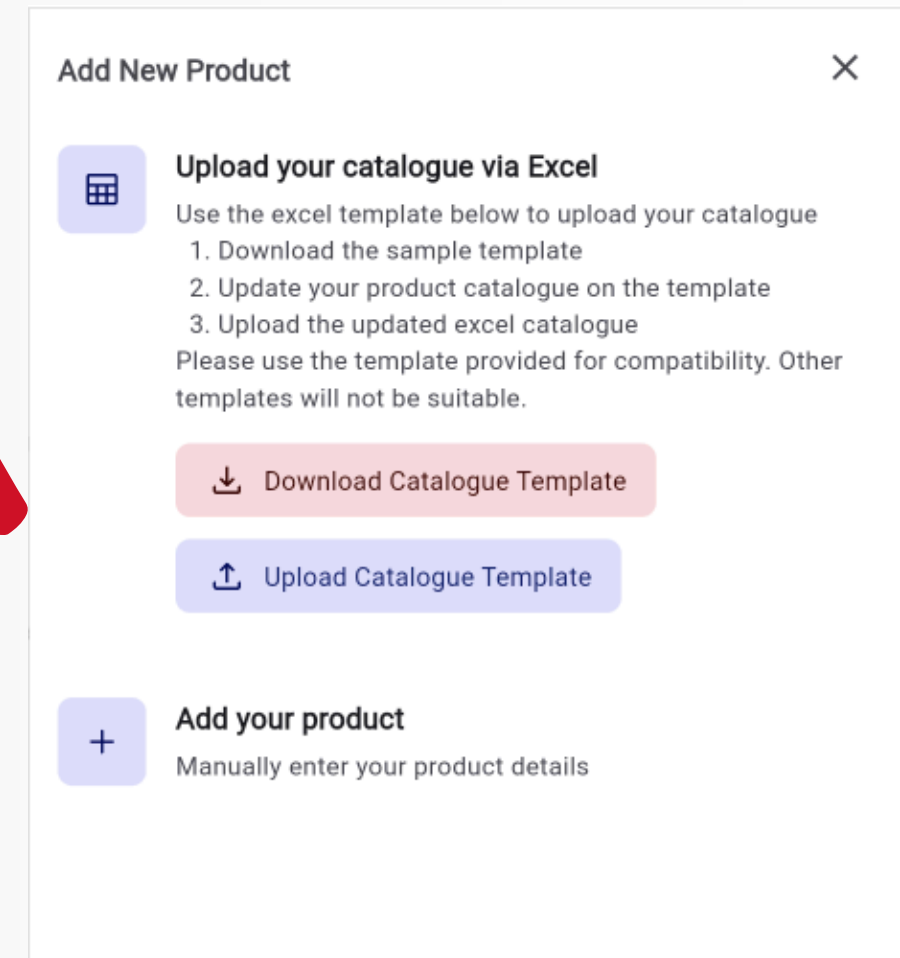
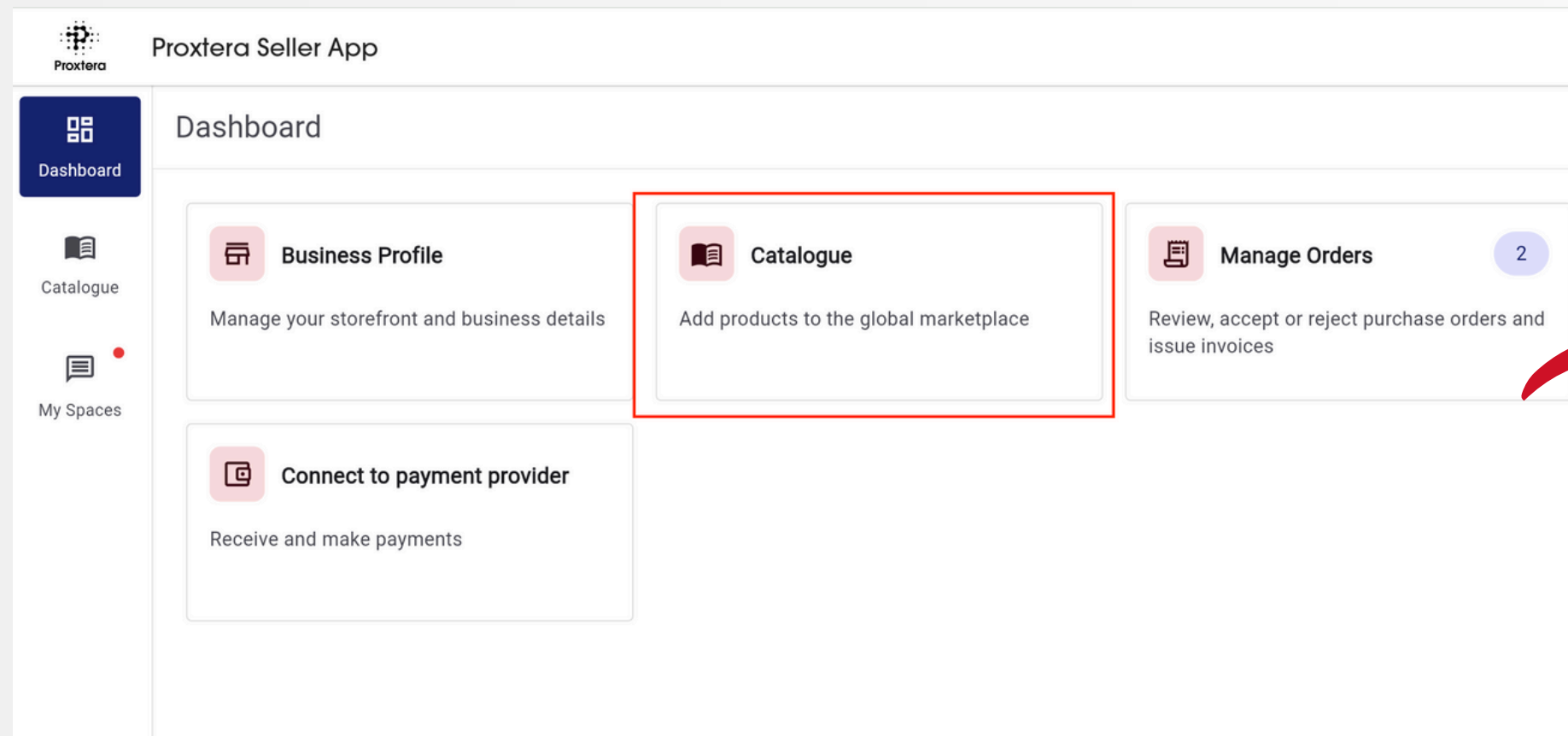


Additional data fields to complete Seller Business Profile

- Store Name (if it differs from Company Legal Name)
- Store Description
- Store Logo
- Store Address
- Certificates & Licenses (if applicable)

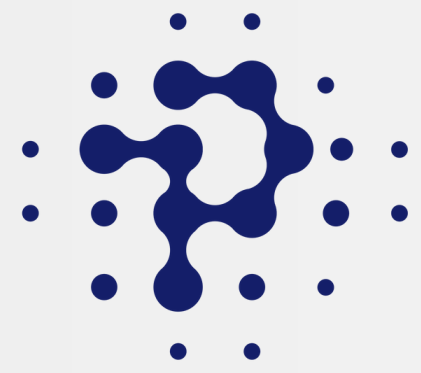


Step 13: Add your Catalogue



Add a single product or do a bulk upload

You will be able to edit and delete your product after uploading it



Proxtera

Seller

Section 5: Selling on Proxtera Network

5

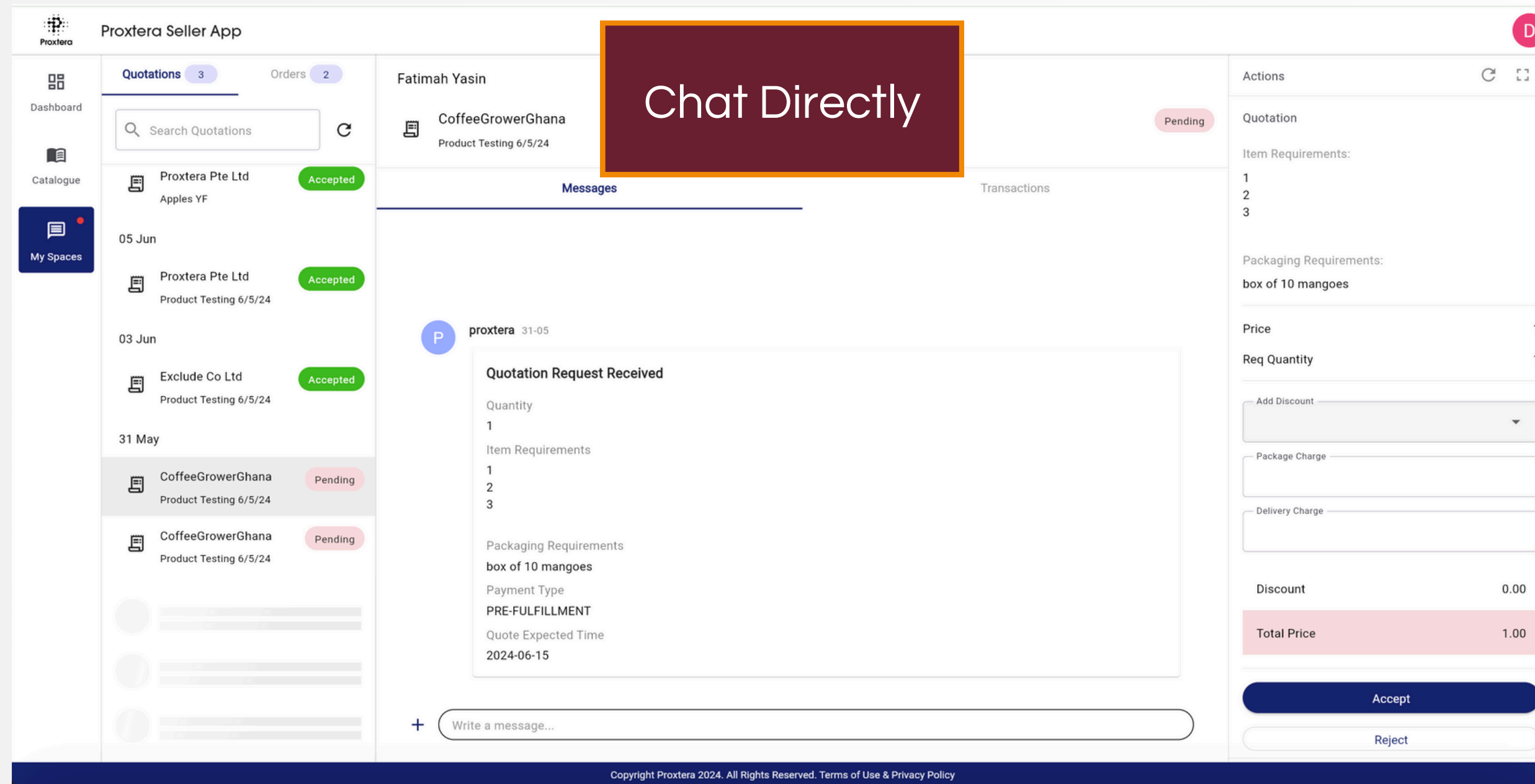


Now with the SME having a digital store on Proxtera, they can start selling and marketing their products to interested buyers.

- Negotiate with Buyer
- Accept purchase order
- Create invoice



Step 14: Negotiate with Buyer



The screenshot displays the Proxtera Seller App interface. A central chat window is open for a buyer named 'Fatimah Yasin' from 'CoffeeGrowerGhana'. A red callout box with the text 'Chat Directly' is overlaid on the chat area. The chat message shows a 'Quotation Request Received' with the following details:

- Quantity: 1
- Item Requirements: 1, 2, 3
- Packaging Requirements: box of 10 mangoes
- Payment Type: PRE-FULFILLMENT
- Quote Expected Time: 2024-06-15

The interface also shows a list of quotations on the left, with the current one for 'CoffeeGrowerGhana' marked as 'Pending'. On the right, there are fields for 'Add Discount', 'Package Charge', and 'Delivery Charge', along with a summary showing a 'Total Price' of 1.00. Buttons for 'Accept' and 'Reject' are visible at the bottom of the quotation details.

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Step 15: Accept Purchase Order

Proxtera Seller App

Quotations 3 Orders 2

Diya Malaney

Exclude Co Ltd
Product Testing 6/5/24

07 Jun

Exclude Co Ltd Product Testing 6/5/24 Pending

Exclude Co Ltd Product Testing 6/5/24 Picked Up

05 Jun

Proxtera Pte Ltd Product Testing 6/5/24 Accepted

08 May

Proxtera Pte Ltd Product Testing 6/5/24 Picked Up

06 May

Proxtera Pte Ltd Product Testing 6/5/24 Pending

Proxtera Pte Ltd Product Testing 6/5/24 Picked Up

Messages

Transactions

Packaging Charges - - 0.00 USD

Total - - 10.00 USD

Diya Malaney 07-06

Purchase Order Received

Item	Price / Item	Quantity	Total
Product Testing 6/5/24	1.00 USD	10	10.00 USD
Discount	-	-	-0.00 USD
Delivery Charges	-	-	0.00 USD
Packaging Charges	-	-	0.00 USD
Total	-	-	10.00 USD

Accept

Reject

Invoice

Order Status Update

Write a message...

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View details of the order and Accept PO

Mediation Services on Proxtera Trade Portal

Mediation services available on Proxtera Trade Portal through Singapore International Mediation Center

[Learn more](#)



SINGAPORE
INTERNATIONAL
MEDIATION CENTRE



Coming Soon



Financial Services



ESCROW



Thank you

To empower SMEs and unlocking their global potential

Contact us at:

partnerships@proxtera.com

proxtera.com | smefe.org



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